

SENIOR ADMINISTRATIVE ASSISTANT #224

(2 positions)

Salary: \$3,127 - \$4,691 per month

Starting Salary: \$3,127 - \$3,909 per month

Final Filing Date: Open Until Filled – First Review of Applications: June 30, 2003

THE POSITION

Under direction, to perform a variety of responsible, confidential and complex administrative and secretarial duties for an assigned department and management staff; to plan, organize, and oversee the operations and functions of the assigned office; and to provide information and assistance to staff, elected officials and the general public.

THE IDEAL CANDIDATE...

will be a creative and flexible individual with a high level of initiative, independence, and excellent communication and customer service skills. The ideal candidate will also possess excellent grammar, spelling and letter writing abilities. We are looking for someone who has experience in dealing with confidential and sensitive subject matter, making travel arrangements for department heads, handling the public and elected officials, record keeping and budget experience. Public sector administrative or secretarial experience and previous experience working for a department head or manager, including the preparation of minutes and agendas for public meetings, is preferred. Knowledge of Microsoft Office and SAP software is desired.

DESCRIPTION OF DUTIES

- Organize and manage office activities; recommend changes affecting support activities, work flows, procedures, forms and use of equipment.
- Relieve department head of a variety of administrative details including making travel arrangements; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
- Serve as a primary information resource regarding department and program policies, procedures, objectives, and operational functions; assist office visitors and telephone callers; provide information where judgment, knowledge and interpretations are utilized; resolve complaints; refer callers to appropriate sources.
- Coordinate and participate in special projects, meetings, and committees; take and transcribe minutes at meetings and committees; prepare meeting packets for distribution.
- Maintain files and records for information related to the assigned department and programs including financial, budget, personnel, and operational and administrative records; maintain and update resource materials.
- Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software; order and distribute supplies; prepare purchase orders.
- Assist in the preparation and monitoring of assigned budgets including compiling annual budget requests

recommending expenditure requests, and monitoring approved budget accounts.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to a high school diploma supplemented by specialized training and course work in business, administration, office practices, accounting, or a related field and six years of increasingly responsible administrative secretarial, administrative assistant, office management, or related experience.

Knowledge of: Office management principles; modern office procedures, methods, and equipment including computer equipment and applicable software programs; English usage, spelling, vocabulary, grammar, and punctuation; principles and practices of business letter writing and record keeping; principles and techniques used in dealing with the public; word processing methods, techniques, and programs including spreadsheet and database applications; practices used in minute taking and preparation; mathematical principles., requires knowledge of principles and practices of budget development and coordination

Ability to: Type at 60 words per minute and enter data at a speed necessary for successful job performance; transcribe recorded minutes; compile, tabulate, and analyze data and information and prepare summaries and reports; read, understand, apply, and explain technical policies and procedural requirements; perform responsible and difficult administrative work and decision-making using independent judgment and personal initiative; work cooperatively with other departments, divisions, SCAG officials, and outside agencies; maintain confidential data and information; independently prepare correspondence, memoranda, and minutes of meetings; perform mathematical computations quickly and accurately; plan and organize work to meet schedules and timelines; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, orally and in writing.

Special Requirements: Ability to work in a standard office environment.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and supplemental questionnaire to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017.
(213) 236-1910
www.scag.ca.gov

A typing certificate issued within the last twelve months must be received along with your employment application.

All application materials must be received by Human Resources no later than 5:00 p.m. on the final filing date. Postmarks will not be accepted. All applicants who meet the minimum qualifications of the position will be invited to take the written examination. The training and experience of those applicants who pass the written examination will be reviewed and the most highly qualified applicants will be invited to participate in the interview process.

Testing is tentatively scheduled as follows:

Written exam: to be scheduled at a later date

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Employees are required to serve a one-year probationary period. Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and CitiStreet 457 deferred compensation plans are available. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service with SCAG.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$42 towards monthly bus pass, \$35 per month for ridesharing, and \$155 per month towards vanpool or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.

- **Flexible Time/Modified WorkWeek:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues and also as the regional rideshare services agency. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 15 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

THE LOCATION

The SCAG office is located in bustling downtown Los Angeles (L.A.). Los Angeles is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1910. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.